

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Social Care Officer – Assessment & Support Planning

Vacancy ID: 009373

Salary: £23,866- £25,463 Annually

Closing Date: 14/10/2018

Benefits & Grade

Grade I

Contract Details

Temporary for 12 months

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

A 12 month temporary opportunity has arisen within the Adult Social Care Assessment and Support Planning team for a Social Care Officer, based in Billingham. The successful candidate should embrace the Council's "Shaping a Brighter Future" programme and be able to work as part of an Integrated Team.

The key role of the post is to support a busy social work team who ensure that the needs of adults within Stockton Borough Council are care managed and reviewed appropriately according to current legal, government and departmental policy, guidance and procedures.

We welcome applications from dynamic individuals with appropriate skills who embrace new ways of working to ensure the best outcomes for the people we serve. You will liaise with clients and their family members as well as other professionals and agencies outside the council. You will undertake assessments and support plans and accurate record keeping is essential, therefore both excellent verbal and written communication skills are imperative to this post.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Heather Glitherow, Team Manager on 01642 526122.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Adult Mental Health	
JOB TITLE: Social Care Officer			
GRADE: I			
REPORTING TO: Team Manager			
1.	JOB SUMMARY: To support the social work and care managements process within the Team. To undertake assessments, reviews and reassessments of service packages in accordance with Departmental Policies and Procedures. To undertake tasks on behalf of professionally qualified staff in more complex cases, under their direction, with the qualified worker retaining care management responsibility for the case. To support the social worker in their role		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To undertake reviews/reassessments for clients and their carers who are in receipt of social care services provided by Stockton both within and outside the Borough of Stockton.	
	2.	To undertake assessments of need for clients and their carers as appropriate and arrange for the provision of services.	
	3.	To communicate effectively and provide advice and information to clients.	
	4.	Support the Care Management Process on behalf of Social Workers and other team members as agreed with the senior social worker or Team Manager	
	5.	To ensure that all assessments, reviews and reassessments are completed in accordance with the Department's policies and procedures.	
	6	To seek views of clients, carers and appropriate Service Providers to ensure that all aspects of the client's service package is reviewed.	
	7	To review the appropriateness of each client's Support Plan and make adjustments as necessary.	
	8	To ensure that all information gained is recorded and distributed appropriately, in line with confidentiality requirements.	
	9	To ensure that all review/reassessment outcomes/activity is recorded appropriately on Care Director.	
	10	To ensure that appropriate records are maintained in accordance with departmental policy.	
	11	To ensure that any identified changes in the clients financial circumstances are passed to the Client Financial Services Team.	
	12	To ensure that issues relating to poor quality services and care of the client are passed to the relevant officers within the Department.	
	17	To participate in any duty rota's as required e.g. office duty, AMHP back-up duty.	
3. GENERAL			
Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.			

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated January 2018

PERSON SPECIFICATION

Job Title/Grade	Social Care Officer	Grade I
Directorate / Service Area	Adults and Health	Adult Mental Health
Post Ref:	34565	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Good general standard of Education • 5 G.C.S.E's A-C • Diploma in health and social care or equivalent experience 	<ul style="list-style-type: none"> • NVQ 3-4 in Health and Social Care 	Application form
Experience	<ul style="list-style-type: none"> • Working directly with people. • Experience of completing assessments, implementing packages of care and reviewing service packages. 	<ul style="list-style-type: none"> • Experience of working with people in the service area appointed to 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of social care systems • Knowledge of relevant legislation • Good communication skills. • Organisational skills. • IT skills. • Administrative systems. 	<ul style="list-style-type: none"> • Knowledge of Care Act, Mental Capacity Act and making Safeguarding Personal. • Use of Care Director system. 	Application form / Interview

	<ul style="list-style-type: none"> • Client database. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Ability to work on own initiative • Ability to work to deadlines • Team worker. • Reliable. • Motivated. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to travel independently • Ability to be flexible in the daily work including working evening and weekends where necessary • Enhanced DBS clearance will be required 		

Person Specification dated

January 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.